

FIRST STEPS 30 MONTH NOTICE TO LOCAL EDUCATIONAL AGENCY (LEA)

Note: For any child entering the First Steps System at 30+ months of age, this notice will serve as the 18 month notice to the LEA.

***Parental consent must be attached in order to send identifiable information to the LEA.**



(Date)
_____, Preschool Coordinator

(Address)

Dear _____,

First Steps has been serving the following child from your school district. This information is being provided to assist you in preparation for the transition meeting which will be scheduled no later than 90 days prior to this child's third birthday. You will receive a Transition Meeting Notification from me once the transition meeting date/time is confirmed.

(Child's name) (*Attach Reciprocal Consent to Release and Share Information)

(Date of Birth) _____
(Diagnosis/Areas of Concern)
Parent/Guardian: _____

Address: _____ Phone: _____

Please find the following documents enclosed:	Current Services:	Frequency:
___ Most recent IFSP	___ DT	_____
___ Social History	___ PT	_____
___ Eligibility Form	___ OT	_____
___ Reciprocal Release	___ ST	_____
___ Recent assessments and progress summaries	___ Other _____	_____
___ Other _____		

☐ No Parental Consent given at this time (NOTE: If **No** parental consent given, **No** identifiable information is to be shared, proceed to complete all information in this box. The information below will be shared with the LEA for all eligible FS children when they are 30 months of age.)

(Diagnosis/Area of Concern) _____
(Child's Zip Code)
DT PT OT ST Other (Circle all that apply)

(Current First Steps Services) _____
(Child's Year of Birth)

Sincerely,

Service Coordinator